

Neighborhood Meeting Locations

How to Rent Space through Community Use of Public Facilities (CUPF)

To reserve space neighborhood meetings and events, you have 3 options:

(1) **Submit request online** - In order to submit requests online, you must first register as a web user. You will need either a Visa or a MasterCard. Debit or check cards are not accepted. Your 1-time registration will be processed in 2-3 business days, and you will be notified via email that your account has been activated. All future facility use applications may then be completed online and we will figure out the charges for you.

(2) **Fill out a printable form from CUPF website** - You must estimate the cost, print and mail the form to us with payment*. Applications will not be processed without payment. Overpayment may be refunded or credited to account.

(3) **Pick up a facility use form from CUPF office or from facilities** - Hardcopy forms are still available from the CUPF office as well as all the County facilities. If you need assistance, come into our office to meet with one of the [scheduling staff](#). Please call in advance to schedule an appointment to ensure the staff person you wish to see is available and to minimize your waiting time.

Fees Calculation

Please be advised that fees apply for ALL time you expect to be in a facility. Time needed for set-up, clean-up and for your participants to vacate the facility must be included in the hours you request. Utilities are now included in the base rental fee.

Abbreviated Facility List

Bethesda-Chevy Chase Regional Services Center

Chevy Chase Elementary School

Bethesda Regional Library

Potomac Community Center

Veteran's Park
School

Bethesda-Chevy Chase High

FOR ADDITIONAL INFORMATION AND ASSISTANCE, PLEASE CONTACT

Community Use of Public Facilities
600 Jefferson Plaza, Suite 300
Rockville, MD 20852

240/777-2706 · Fax 240/777-2707

Maryland Relay Service (for the hearing impaired) 1-800-735-2258

(Telephone Access to Multilingual Network for Interpreters in Every Language)